



CITY OF AKRON, OHIO
POLICE DIVISION
AUGUSTUS A. HALL, CHIEF OF POLICE

NUMBER P-2010-016	EFFECTIVE DATE August 9, 2010	RESCINDS P-2007-016 Issued 1-10-07
SUBJECT Incident Report Writing Procedure		ISSUING AUTHORITY Chief Augustus A. Hall

I. POLICY

The Akron Police Department will accurately record incidents through a permanent written document. These reports are a public record and are subject to public inspection.¹

II. PROCEDURE

A. OFFICER'S RESPONSIBILITIES

1. Take report as requested unless otherwise directed by a supervisor.
2. Obtain a report number. Those officers working secondary employment may either obtain a report number through Safety Communications or submit an unnumbered report to the Information Desk.
3. All completed reports shall be submitted at the end of the officer's tour of duty or secondary employment.

B. SUPERVISOR'S RESPONSIBILITIES

1. An officer's supervisor will sign the report indicating that he has reviewed the report and that the report is properly completed.
2. Ensure that any returned reports are corrected and sent back to the Record Room.

C. CORRECTING REPORTS

1. Reports that do not conform to departmental standards or require correction will be photocopied, marked by the Record Room, and returned to the shift commander of the shift who originally approved the report.
2. The corrections can be made on the photocopy, unless otherwise directed
3. The corrected report is sent directly to the Record Room no later than the next working day of the officer who originally made the report.

D. CLASSIFICATION OF REPORTS

1. Responsibility for classification

- a. The primary responsibility for the proper report classification rests with the officer writing the report.
 - b. The reporting officer's immediate supervisor, by his approval of the report, concurs with the officer's classification.
2. Report reclassification criteria
- a. A change in classification is made when the report has been incorrectly classified, or
 - b. When a follow-up investigation has been conducted and the investigation reveals that a different classification is appropriate.
3. Reclassification procedure
- a. If the report is classified wrong, it may be corrected by the Record Room or it may be returned to the supervisor who approved the original classification, for correction.
 - b. Where investigation indicates a change is needed, the reclassification should be made by the investigating officer and approved by a supervisor. The approving supervisor will then notify the Record Room of this change.

E. SUPPLEMENTAL FELONY INVESTIGATION REPORT (SFI)

- 1. Required when the following crimes or attempted crimes are reported: homicide, suicide or any other sudden death, robbery, rape, felonious or aggravated assault, burglary, breaking and entering.
- 2. Specifics regarding suicide, sudden death, sexual assaults or medical information shall be recorded on the SFI and not in the narrative of the Incident Report.
- 3. Whenever requested by a supervisor.

By Order Of,

Augustus A. Hall
Chief of Police

Date _____

¹ State ex rel. Beacon Journal Publ. Co. v Maurer (2001) 91 Ohio St. 3d 54, 741 N.E.2d 511